CHAPTER XV.

Safes, Cash Boxes, Despatch Boxes, Card Index, Steel Cabinets, Clocks and Time Pieces.

249. *Source of supply.*—Prior to the year 1930, safes, cash boxes, clocks and time pieces, etc., required by officers of Government were purchased by them departmentally direct. As the purchase of a single article at one time by different officers was found to result in a heavy expenditure, Government proposed to centralize the purchase and on consideration, decided that the Superintendent, Government Printing and Stationery, Bombay, should purchase and supply the articles to all officers of Government free of charge (Government Resolution, General Department, No. 2152, dated 24th September 1929).

The supply of bicycles, bicycle accessories, safes, cash boxes, clocks and time pieces has since been undertaken by the Superintendent, Government Printing and Stationery, and the supply of despatch boxes also was added to this list (Government Resolution, Political Department, No. 6772, dated the 19th October 1931).

Card indexes and steel cabinets are also supplied by the stationery office as per requirements, on the officers' obtaining the sanction of Government (Government Resolution, Home Department, No. 1088/4, dated 19th November 1938 and 18th March 1940).

250. *Directions to indenting officers.*—An officer requiring a safe, cash box, despatch box, cabinet, etc., should obtain the sanction of Government for the supply if it is for the first time and when applying for sanction the following particulars should be furnished :—

(*a*) The number of safes, cabinets, etc., already in use in his office.

(*b*) The year or years in which they were purchased.

(*c*) The necessity for the proposed additional supply.

(*d*) The size and the approximate cost of the article required; and any other particulars which he may desire to specify.

251. *Replacement.*—Safes, clocks, etc., to replace old ones are also supplied by the Superintendent, Government Printing and Stationery, without Government sanction provided the article already in use is on examination considered by him to be quite unsuitable for future use.

252. *Government sanction necessary.*—Mere provision in the budget estimates on account of the supply of articles which are required for the first time cannot be treated as an authority to their purchase and that the specific sanction of Government should be obtained by the indenting officers in such cases in accordance with the existing orders.

253. *Method of supply.*—These articles are not kept in stock by the statonery office. Quotations obtained frequently from local firms

of manufacturers are on the record of the stationery office and when requisitions are received from officers for either of these articles, they are ordered in accordance with the requirements of the indenting officer to be supplied direct by the selected firm. The supplier's bill is paid by the Superintendent, Government Printing and Stationery, on receipt duly supported by an acknowledgment from the indenting officer in token of the receipt of the article supplied.

254. *Clocks and time pieces.*—Clocks and time pieces are kept in stock by the stationery office. A supply of either of these for the first time requires the sanction of Government. New clocks and time pieces to replace old ones can only be supplied, if the old articles in use on examination are considered by the Superintendent, to be unfit for further use.

255. *Time pieces.*—Time pieces with and without alarm are often in demand from the indenting officers. The time pieces are of foreign manufacture and as such cannot be purchased and supplied by the stationery office without the specific sanction of Government. Indenting officers are therefore required to obtain the sanction of Government before they indent for this item on the stationery office.

256. *Encouragement to Indian industries.*—In accordance with the policy of Government to encourage the indigenous industries, clocks manufactured by an Indian firm in Bombay have been approved by Government. Clocks and small handy clocks, the latter being a substitute for the foreign made time pieces, are now stocked by the stationery office for supply to all indenting officers. Clocks are generally supplied for the use of large offices and handy clocks for small offices.

257. *Repairs.*—Clocks and time pieces, as well as cash and despatch boxes are repaired by the stationery office. For this purpose the articles in need of repairs shall have to be sent to the stationery office securely packed and freight paid. On their receipt in the stationery office, they shall be examined carefully and repaired if the cost is reasonable and returned to the officer concerned freight "to pay" the cost of repairs being borne by the stationery office.

258. *Disposal of articles irreparable.*—Old clocks, time pieces and other articles as are considered irreparable and are condemned for further use, shall be sold by auction at the end of each year by the Superintendent, Government Printing and Stationery, and the sale proceeds credited to Government.

259. *Bicycles and accessories.*—The supply of these is entrusted to the Superintendent, Government Printing and Stationery, as stated in paragraph 193 of chapter No. IX. The orders of Government issued from time to time are numerous and the scope of the supply of these being wide and elaborate, the subject has been separately dealt with in Chapter IX of this book.